

20 November 1974

MEMORANDUM FOR: Director of Training

SUBJECT : Course Report for "Preparing for Overseas
Assignment" 5 - 6 November 1974

1. General

25X1A Phase I of the November "Preparing for Overseas Assignment"
course had an enrollment of sixteen, which included four
dependent wives and the fiancée of a staffer assigned to
25X1C [REDACTED]. The Office of Security granted a waiver for the
latter to attend. The grades of the participants ranged from
GS-05 to GS-15. As there were only four enrollees for Phase II
of the course, [REDACTED]
25X1C [REDACTED]

2. Course Design and Content

There were no significant changes in the program content
of the course. Two area films, borrowed from the AID Training
Office, were shown during the lunch periods. Both films were
well received and this practice will be followed in future
courses when appropriate films are available. In addition,
post "Welcome Kits" were borrowed from the Wives' Workshop
at FSI for use by course participants. These contain valuable
information on the country and post of assignment and proved
to be very useful to all.

3. Evaluation of Participants

25X1A Class evaluations indicated that the course objectives
had been met. All speakers continue to be well received.
[REDACTED] of the Office of General Counsel participated
in the course for the first time, speaking about legal con-
siderations for Agency personnel going overseas. He was most
effective in his presentation.

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4. Conclusions

The next "Preparing for Overseas Assignment" will run from 4 - 7 February 1975. No major program changes are planned at the present time except for the addition of a speaker to cover the cross-cultural aspects of Phase I. As mentioned in the previous course report, a security clearance has been requested on [REDACTED] as a possibility 25X1A
in this field.



25X1A

Attachments:

- 1 - Course Schedule
- 2 - Roster
- 3 - Evaluations

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PREPARING FOR OVERSEAS ASSIGNMENT

5 - 6 November 1974

Room 812 Chamber of Commerce

Intelligence Institute
Office of Training

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COURSE CHAIRMAN :

TRAINING ASSISTANT:

Extension 2442, Room 925 C of C

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PREPARING FOR OVERSEAS ASSIGNMENT

PHASE I - OVERSEAS SERVICE FOR CIA

Personnel attending this Phase are expected to:

a) gain a better understanding of cover, medical, security and legal problems which CIA employees might encounter during service abroad; and b) acquire a limited feeling for important cultural differences which may be encountered in working and living among foreigners.

PREPARING FOR OVERSEAS ASSIGNMENT

PHASE I - Overseas Service for CIA

Tuesday, 5 November

0900 - 0920 Introduction, handout of kits,
course objectives and methods

0920 - 1100 FILM: "HOW TO READ A FOREIGNER"

James Bostain, Scientific Ling-
uist, Department of State. Mr.
Bostain alerts us to the peculiari-
ties of our American cultural,
educational and linguistic values
and aims at breaking through our
preconceptions to create a greater
understanding of other, foreign
values, with which we will come
in contact while living abroad.

1110 - 1210 LEGAL CONSIDERATIONS FOR AGENCY
PERSONNEL GOING OVERSEAS

The speaker will discuss the
preparation of certain legal
documents prior to overseas
service. He will also discuss
your responsibilities in the
field of State taxes while
serving abroad.

1315 - 1445 SECURITY

Two members of the Office of
Security will outline security
practices which should be
followed overseas. They will
highlight security problems
in specific areas of assignment
and cover in general terms the
subject of terrorist activities.

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(There will be a selected area film showing during the lunch
break.)

PREPARING FOR OVERSEAS ASSIGNMENT

Tuesday, 5 November (continued)

1500 - 1600 "THE CHANGING ROLE OF THE FIELD
STATION TODAY"

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A videotape of an address made
by [REDACTED] Chief,
LA Division, on 25 April 1974,
to participants of the "CIA Today
and Tomorrow" course.

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1600 - 1620 Discussion and review of the
first day's sessions.

Wednesday, 6 November

0900 - 1000 COVER

A representative of Cover and
Commercial Staff will discuss
the meaning and rationale of
cover; how to maintain it; and
how you can overcome cover
problems.

1015 - 1100 CENTRAL PROCESSING BRANCH

The speaker will review the
organization and functions
of the various components
of Central Processing Branch
and how each assists you in
your overseas processing.

Chief, Central
Processing
Branch

1115 - 1215 FILM: "MEET THE CRITIC"

In a role-playing situation,
Mr. Charles Vetter, USIA,
demonstrates the need for
sensitivity in answering ques-
tions asked by foreign critics.

(There will be a selected area film showing during the lunch
break.)

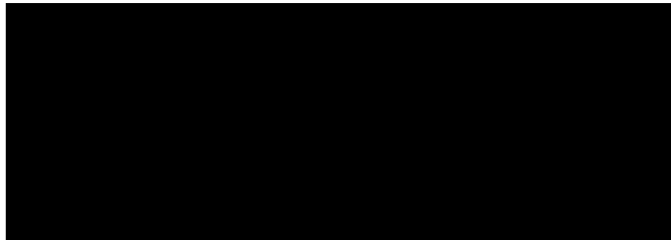
PREPARING FOR OVERSEAS ASSIGNMENT

Wednesday, 5 November (continued)

1330 - 1430 TRANSPLANTING YOUR HOUSEHOLD

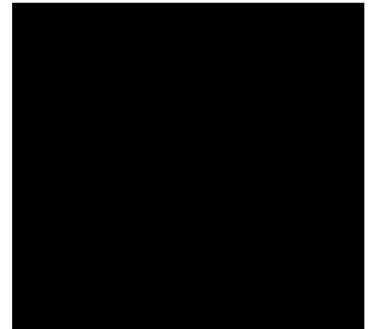
Panel discussion (women only)
to be held in Conference Room
926.

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1445 - 1545 MEDICAL CONSIDERATIONS FOR
AGENCY PERSONNEL AT OVERSEAS
STATIONS

A member of the Office of Medical
Services will discuss ways in
which you can prepare yourself
for your overseas assignment.



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1545 - 1620 Course Review and evaluation.

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Next 1 Page(s) In Document Exempt

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